Requesting a New Event in the Public Events Site

Overview
This page walks you through requesting an event through Delgado Community College public-facing events website.

How to Do It
1. Go to www.dcc.edu and click on the "Quick Links" icon on the homepage, navigate to the bottom right and click "event request".
2. Click "Event Request" on the Event Venue Requests page.
3. Navigate to "Request an Event" on the bottom right corner of the page (see highlight below).
4. Select an Event Type from the drop down; make sure you look at ALL available Event Types to ensure you select the correct one (the events types are grouped by campus, building or site).
5. Fill out the Event Form (the form varies by Event Type). See "Completing the Event Form on the Public Events Site" below for detailed guidance.
6. Click "Submit" when you're ready.

Event Form Submission Overview
The fields you are asked to fill out on the form will vary depending on the Event Type you selected and the way the form is configured, but this section outlines general guidelines.

Required Fields
Anything marked with a red asterisk is "required" and must be completed in order to be able to submit the form successfully.

Completing the Event Form on the Public Events Site
- Answer each question to the best of your ability
- Email address – type the email address you check regularly.

Event Info
Event Name
- Asking for title of event; example: *Nursing meeting*, or *Radiology Test*, or *Debt workshop*. Be specific, if possible.

Event Description
- Provide details that will appear on the public event page.

Type of Event
- How would you categorize your event?

Student Organization
- Type the student organization, if affiliated. Leave blank if you are not.

Private Event
- Events marked as private will not appear on the calendar. If you want your event on the calendar, please select NO.

Number of Attendees
- How many will be attending your event? This will help ensure that you are booking a space that is adequate for your needs.

Do you need Media Services (podium set up, use your own computer)?
- If yes, you need to submit a SERVICE NOW Ticket.

Will food be served?
- If yes, you need to contact Catering Services.

Will your event require Housekeeping Facility Set up Services (Linens, Tables, etc)?
- If yes, you need to submit a SERVICE NOW Ticket.

Answering YES for the 3 questions above, does not reserve those services. You have to submit Service Now request(s) using the links provided in the form.

Parking for 25 or more guests or Open to public
- You must coordinate with the Delgado Police Department for all security services and to arrange general security, if deemed necessary.

How to pick a Meeting and Location

- Select "+ Add New Meeting" to complete this card.
- Click into any field to edit it.
- Fill in Start Date, Start Time, End Date, and End time by clicking the icon on the right (Calendar or clock).
- You must add at least one meeting in order to submit your request.
- Next to the box that says ROOM NOT FOUND, click SELECT ROOM.
- Click SEARCH for AVAILABLE ROOMS in middle of page. It will show you all the rooms available for your preferred time in that building. If you are looking for a specific feature, you can try searching by features. ==Please note, not all features are available for every space. If search comes up <u>blank</u>, take the Search for a room or feature option out of your search. Remember, the more info you give and if it doesn't match, the search may come up blank. Try again with nothing in the search for room or features boxes.==
- If unsure about what room to pick, select any room and in the comment section, leave a note as to what you are looking for. Don't leave location blank.
- Your event can have multiple meetings if you require multiple rooms or the event is spread across time (i.e. a recurring meeting), use the + ADD MEETING button to secure multiple meetings.
- Since the events are grouped by building, campus or site, when you search for location, it should only show you the rooms available in that building. This program also syncs with the scheduling side, so if a classroom is being used for a regularly scheduled class at the time you are requesting, the room will not show up as available. Also, note that not all rooms are available for booking for an event.

Resources

- if you do need a table or linens, you can indicate here. This is for us to not overbook tables, linens, etc. Don't forget, you still need to do a Service Now ticket (link at the top of the form). It's your responsibility to request what you need. Adding the info here doesn't request items for the event.

Contacts
- Add Contacts is for your contact information. Fill out all red asterisk information.
- Email Notifications - Send Email notifications means the person submitting the request will receive an email notification when submitting an Event Request.

Additional Information
- Is there any other information you think is important for your event?

Upload Image
- Attach a flyer for your event and it will show up on the Calendar page with the image. Do you need to show a certain set up? This feature is for this type of request.

Hit Submit!
- You will receive an email saying your request has been submitted.
- You will receive an email if your request has been approved or rejected.
- If you have to cancel, please reach out to the following DCC Staff to have the request canceled.

  City Park and West Bank Student Life Center Requests –
  Laura Lindstrom, llinds@dcc.edu, or Amy Trainor, atrain@dcc.edu
  Call Student Life Office 504-671-6001

  All other Buildings/Campus/Site –
  Tammy Scott, tscott@dcc.edu, 504-671-5420
  Anthony Velez, avelez@dcc.edu, 504-571-1290 (Building 14)